Maryland State Archives

Edward C Papenfuse State Archives Building 350 Rowe Boulevard

Annapolis, MD 21401

Page:

Proposal and Certificate of Records Disposition

	Authorization					
Description of Records (Same Title as listed on Schedule)	Retention Schedule No.	Section and/or Item No.	Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
Finance: Cashier Stubs	57	5	2007	26 cu ft.	06/04/2012	shred
Finance: Cashier Machine Listing	105	5	2007	5 cu ft.	06/04/2012	shred
Fire Department: Ambo Reports	324	8	2004	7 cu ft.	06/04/2012	shred
Health: Immunization Files	1042	18	1975	1 cu ft.	06/04/2012	shred
Human Resources: Applicaitons/Tests	1036	4	1988, 1997	2 cu ft.	06/04/2012	shred
Human Resources: Applications	411	4	1991-1994	4 cu ft.	06/04/2012	shred
Finance: Miscellaenous Revenue Envelopes	58	5	2006	1 cu ft.	06/04/2012	shred
Health: Prenatal Files, Healthy	1898	18	2005-2008	44 cu ft.	06/04/2012	shred
Finance: Vouchers	1	5	1995, 2005	12 cu ft.	06/04/2012	shred
Finance: Administrtive Correspondence	143	5	2004-2005	6 cu ft.	06/04/2012	shred
	(Same Title as listed on Schedule) Finance: Cashier Stubs Finance: Cashier Machine Listing Fire Department: Ambo Reports Health: Immunization Files Human Resources: Applications/Tests Human Resources: Applications Finance: Miscellaenous Revenue Envelopes Health: Prenatal Files, Healthy Finance: Vouchers	Description of Records (Same Title as listed on Schedule) Finance: Cashier Stubs Finance: Cashier Machine Listing Fire Department: Ambo Reports Health: Immunization Files Human Resources: Applications/Tests Human Resources: Applications Health: Prenatal Files, Healthy Finance: Vouchers 1	Description of Records (Same Title as listed on Schedule) Finance: Cashier Stubs Finance: Cashier Machine Listing Fire Department: Ambo Reports Health: Immunization Files Human Resources: Applications/Tests Human Resources: Applications Finance: Miscellaenous Revenue Envelopes Health: Prenatal Files, Healthy Finance: Vouchers Retention Schedule No. Section and/or Item No. Section and/or Item No. 105 5 105 Health Section and/or Item No. 105 105 105 105 107 107 108 108 108 108 108 109 109 109	Description of Records (Same Title as listed on Schedule)Retention Schedule No.Section and/or Item No.Inclusive Dates of Records DestroyedFinance: Cashier Stubs5752007Finance: Cashier Machine Listing10552007Fire Department: Ambo Reports32482004Health: Immunization Files1042181975Human Resources: Applications/Tests103641988, 1997Human Resources: Applications41141991-1994Finance: Miscellaenous Revenue Envelopes5852006Health: Prenatal Files, Healthy1898182005-2008Finance: Vouchers151995, 2005	Description of Records (Same Title as listed on Schedule)Retention Schedule No.Section and/or Item No.Inclusive Dates of 	Description of Records (Same Title as listed on Schedule) Retention Schedule No. Section and/or Item No. Inclusive Dates of Records Destroyed Volume Date of Disposal Finance: Cashier Stubs 57 5 2007 26 cu ft. 06/04/2012 Finance: Cashier Machine Listing 105 5 2007 5 cu ft. 06/04/2012 Fire Department: Ambo Reports 324 8 2004 7 cu ft. 06/04/2012 Health: Immunization Files 1042 18 1975 1 cu ft. 06/04/2012 Human Resources: Applications/Tests 1036 4 1988, 1997 2 cu ft. 06/04/2012 Human Resources: Applications 411 4 1991-1994 4 cu ft. 06/04/2012 Finance: Miscellaenous Revenue Envelopes 5 2006 1 cu ft. 06/04/2012 Health: Prenatal Files, Healthy 1898 18 2005-2008 44 cu ft. 06/04/2012 Finance: Vouchers 1 5 1995, 2005 12 cu ft. 06/04/2012

Destruction Approved by Maryland State Archives

Gerald Roberts

Destruction Certification

Records Administrator

Certificate ID:

MSA ID:

351

1 of 1

SE55-2471

6/5/2012

Date State Archivist

5/29/2012

Submitted:

Agency:

Division:

Jurisdiction:

6/5/2012

Archives

Baltimore City

Signature

Title

Date